



Purchasing Request

When can a Purchasing Card be used?

Purchasing Card is available to use for items allowed per policy: Total transaction and/or daily vendor amount under \$9,999.99, subscriptions, membership, supplies, computers & peripherals, general office supplies, books, cleaning supplies etc. Please contact your business office contact for any purchasing request questions.

When is a PO required?

Purchase Order and Automatic Purchase Order can be driven by the dollar amount, commodity codes or vendor type. If a department/campus/system wide agreement is present it would fall under an APO. A purchase order will be required if it meets **any** of the criteria below:

- Sponsorship Agreement
- Service (guest speaker, implementation, design, transcribing, surveying, data, installation, etc.)
- Total dollar amount over \$4,999.99
- Any agreement with terms & conditions requiring a signature including facility rentals (events), free or paid cloud based services

How do I request a PO?

Please expect 3-5 business days for APO/PO processing in the Business Office. Expect additional 4-6 weeks processing for PO's in Procurement & Contracting Services.

1. Obtain written quote or invoice from vendor and attach it to this form before submitting.
2. In the Business Purpose section of this form, please indicate that a PO is needed to make this purchase.

Requestor Name:

Date:

Vendor Name:

Date Needed By:

Account to charge:

Business purpose for items/services needed:

Please provide details about the items you would like purchased (quantities, colors, styles, etc.) and provide direct links to purchase.